JOB DESCRIPTION

Dictionary Editor GS-11

1. Under the supervision of the Chief, Selection Section, the Editor is responsible for maintaining the coding Dictionary and for providing up-to-date copies for all coders.

2. Reviews additions, changes, and deletions suggested by coders (or others) and prepares transcript sheets for each entry which meets approved dictionary criteria; coordinates entries as required and arranges for processing of dictionary revisions.

3. Reviews dictionary input criteria periodically and suggests changes.

4. Assists Section Chief in processing documents through the Section.

5. Assists Training Officer in ISC training program.

6. Assists in the maintaining of the Coding Manual.